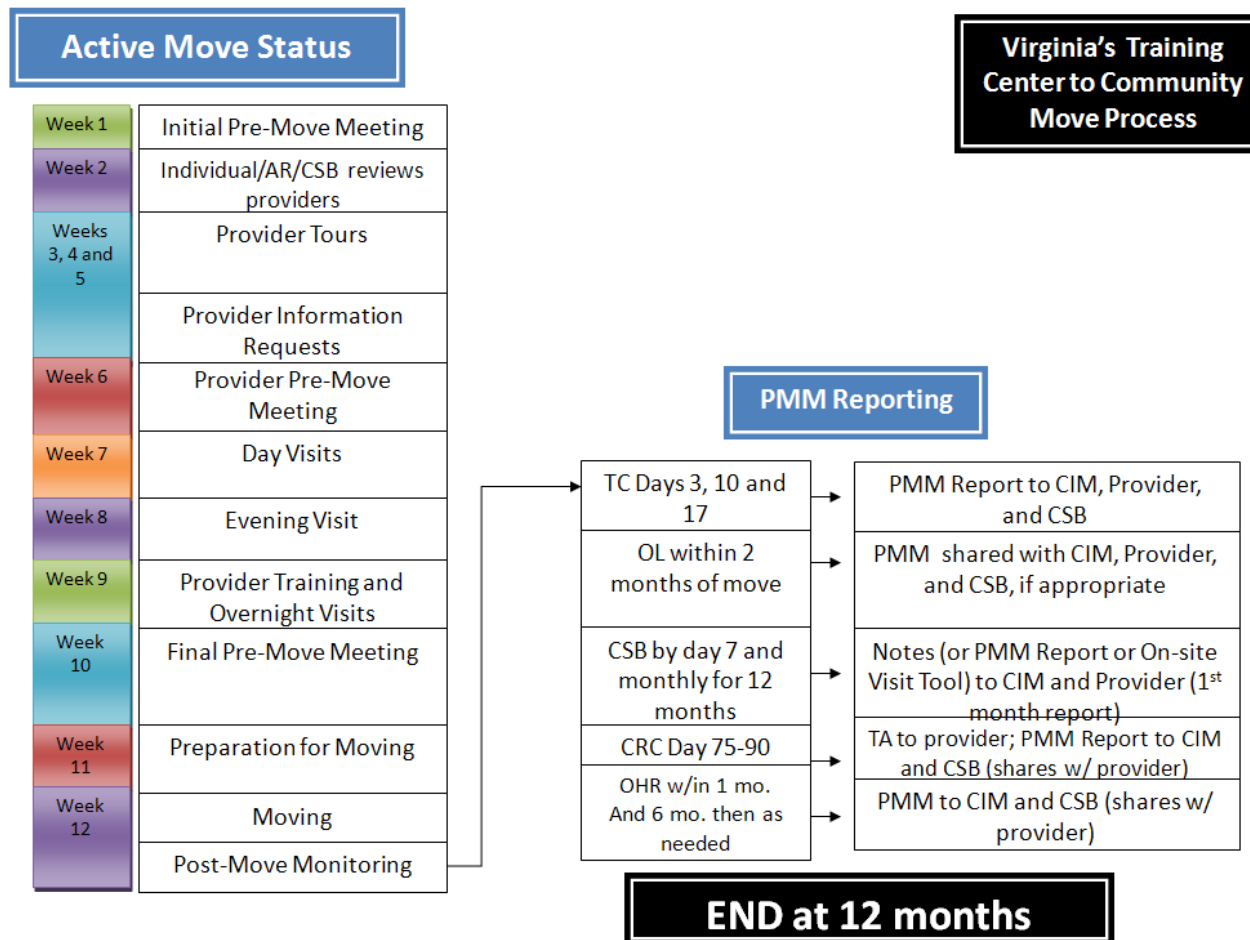


## TC to Community Move Workflow Process and Activities

### Workflow:



## Activities:

	Individual/AR	Training Center	CSB	Provider	CIM	OL	CRC	OHR
Provider Survey Process			Completes <u>Individual Profile</u>	Completes <u>Provider Survey</u> to be considered				
Week 1	Initial Pre-Move Meeting*	Initial Pre-Move Meeting*	Initial Pre-Move Meeting*		Monitors active move list Reviews			
	<u>Discharge Plan/ Discussion Record</u> (developed or revised) Completed within 48 hours and sent to the CSB, Provider and AR within 72 hours.	<u>Discharge Plan/ Discussion Record</u> (developed or revised)	<u>Discharge Plan/ Discussion Record</u> (developed or revised)  CSB Intake: Begin <u>PC ISP Parts I-IV</u>		<u>Discharge Plan/ Discussion Record</u>  Sends to Provider, CSB and AR and posts for CO access			
Week 2	Choose providers to tour	Coordinates TC and Individual attendance at provider tours  Schedule tours with Individual/AR/TC/Family/Providers	CSB gives <u>Provider Profiles</u> to Individual/ AR Schedule tours with Individual/AR/TC/Family/Providers					
Week 3	Provider Tours	Provider Tours	Provider Tours	Host Tours				

## Activities Cont.

	Individual/AR	Training Center	CSB	Provider	CIM	OL	CRC	OHR
Week 4	Provider Tours	Provider Tours	Provider Tours	Host Tours				
Week 5	Provider Tours	Provider Tours	Provider Tours	Host Tours	After Provider Chosen Submits <u>Request for Provider Information</u>	Receives and responds to <u>Request for Provider Information</u> if there are potential concerns	Receives and responds to <u>Request for Provider Information</u> w/in 3-5 days	Receives and responds to <u>Request for Provider Information</u> w/in 3-5 days
	Choose Provider		Communicate Chosen Provider to TC	Confirm Attendance at Pre-Move Meeting with CSB		OL Provider Site Visit if OL determines necessary		Possible OHR Provider Site Visit
Week 6	Onsite observation Provider Pre-Move Meeting* Completed within 48 hours and sent to the CSB, Provider and AR within 72 hours.	Onsite observation Provider Pre-Move Meeting*	Onsite observation Provider Pre-Move Meeting* [WTDW: confirm provider choice ~ 5 beds, etc.] CSB gives Provider final copy of CSB developed <u>PCISP Parts I-IV</u> for PFS development	Onsite observation Provider Pre-Move Meeting*	Provide Onsite observation Pre-Move Meeting* [WTDW: review 5+beds/NF/I CF]			Attends all Provider Pre-Move Meeting*
Week 7	Day Visits	Day Visits		Day Visits				
Week 8	Evening Visit	Evening Visit		Evening Visit				

## Activities Cont.

	Individual/AR	Training Center	CSB	Provider	CIM	OL	CRC	OHR
Week 9	Overnight/ Weekend Visit	Provider Training as needed	Review Provider Submitted <u>Plan for Supports</u>	Receive Training Overnight/ Weekend Visit Submit <u>Plan for Supports</u> to CSB				
Week 10	Final Pre- Move Meeting* Completed within 48 hours and sent to the CSB, Provider and AR within 72 hours.	Final Pre-Move Meeting*	Final Pre-Move Meeting*  <u>Waiver ISARS</u> submitted via IDOLS	Final Pre-Move Meeting* [WTDW: confirm PFS meets essential supports]]				
Week 11	Preparation for Moving	Preparation for Moving  Provider Site Review if needed*	Provider Site Review if needed*	Preparation for Moving				
Week 12	Moving	Moving		Moving				

	Individual/AR	Training Center	CSB	Provider	CIM	OL	CRC	OHR
Month 1		PMM Visit on Day 3* Completed within 48 hours and sent to the CSB, Provider within 72 hours.  PMM Visit on Day 7* Completed within 48 hours and sent to the CSB, Provider within 72 hours.  PMM Visit on Day 10* Completed within 48 hours and sent to the CSB, Provider within 72 hours.	PMM Visit by Day 7*					PMM Visits within 1 <sup>st</sup> month  Completed within 7 days and sent to the CSB, within 10 days. * PMM Plan Completion/7d 2X3
Month 2						PMM Visit	PMM Visit by Day 75-90* Completed within 90 days and sent to the CSB, within 104 days.	PMM Visits* as needed
After Month 2			Monthly PMM Visits*			Follows new OLS monitoring criteria		PMM Visits* as needed

## Activities Overview:

When:	Event:	What Occurs:
Week 1	Initial Pre-Move Meeting	Sign DP/DR form within 48hrs of Initial Pre-Move Meeting occurring
Week 1	Initial Pre-Move Meeting	Send DP/DR for Initial Pre-Move Meeting to CSB/Provider/AR within 72hrs of Initial Pre-Move Meeting occurring
Week 2	Choose Providers to Tour	Schedule tours with Individual/AR/TC/Family/Providers
Week 3	Provider Tours	Touring Provider site
Week 4	Provider Tours	Touring Provider site
Week 5	Provider Tours	Touring Provider site
Week 5	Provider Chosen	Send PIR to CRC/OHR/OL 1 day after Provider is Chosen
Week 5	Provider Chosen	Complete PIR within 6 days after Provider Chosen
Week 6	Provider Pre-Move Meeting	within 48hrs of Provider Pre-Move Meeting occurring
Week 6	Provider Pre-Move Meeting	Send DP/DR for Provider Pre-Move Meeting to CSB/Provider/AR within 72hrs of Initial Pre-Move Meeting occurring
Week 6	Final Provider Pre-Move Meeting	Complete Onsite Provider Shadowing by date of Final Provider Pre-Move Meeting
Week 7	Day Visit	Complete Day Visit Form within 48hrs of Day Visit
Week 8	Evening Visit	Complete Evening Visit Form within 48hrs of Day Visit
Week 9	Final/Overnight Visit	Complete Final/Overnight Visit Form within 48hrs of Day Visit
Week 10	Final Pre-Move Meeting	Sign DP/DR form within 48hrs of Initial Pre-Move Meeting occurring
Week 10	Final Pre-Move Meeting	Send DP/DR for Initial Pre-Move Meeting to CSB/Provider/AR within 72hrs of Initial Pre-Move Meeting occurring
Week 11	Preparation for Moving	Provider Site Review if needed
Week 12	Moving	Moving
Month 1	PMM Visit by day 3	Complete TC PMM form within 48hrs of PMM Visit
Month 1	PMM Visit by day 3	Send PMM form to CSB and Provider within 72 hrs after PMM Visit
Month 1	PMM Visit by day 7	Complete TC PMM form within 48hrs of PMM Visit
Month 1	PMM Visit by day 7	Send PMM form to CSB and Provider within 72 hrs after PMM Visit
Month 1	PMM Visit by day 10	Complete TC PMM form within 48hrs of PMM Visit
Month 1	PMM Visit by day 10	Send PMM form to CSB and Provider within 72 hrs after PMM Visit
Month 1	OHR PMM Visit within Month 1	Complete OHR PMM form after 7 days of OHR PMM Visit
Month 1	OHR PMM Visit within Month 1	Send OHR PMM form to CSB after 10 days of OHR PMM Visit
Month 2	CRC PMM Visit by day 75-90	Complete CRC PMM form 90 days after CRC PMM Visit
Month 2	CRC PMM Visit Plan Sent to CSB	Send CRC PMM form 104 days after CRC PMM Visit